

Narrative CV and track record

Your narrative CV and track record should include the headings provided below in the order listed within this document. The document should be completed in single-spaced typescript in Arial 11 or other sans serif typeface of equivalent size, with margins of at least 2cm. The submitted document must be no longer than 4 sides of A4 in total, and there is not a prescribed length for each section. The headings and descriptions have been adapted from the Resume for Researchers tool developed by the Royal Society¹ This implementation is a pilot for the UKRI Reforming our Business project².

1. Personal details

Use this section to provide personal details such as your education, key qualifications, relevant positions, funding obtained, and awards received.

2. How have you contributed to the generation and flow of new ideas, hypotheses, tools or knowledge?

This section is to highlight your contributions to and skills acquired from previous research, innovation or technical projects. It can include a small selection of key outputs such as data sets, software, conference presentations and innovation, research and policy publications.

3. How have you contributed to research teams and the development of others?

Examples might include: project management, supervision, mentoring or line management contributions to the success of a team or advancement of colleagues, involvement in collaborations/networks within your organisation and/or beyond or where you exerted strategic leadership in shaping the direction of a team, organisation, company or institution.

4. How have you contributed to the wider research and innovation community?

Examples might include: commitments including editing, reviewing, refereeing, boards and panels, appointments to positions of responsibility such as committee membership and corporate roles within your department, institution or organisation. Recognition by invitation within your sector, organisation of workshops, conferences or other events that have benefited your research and innovation community and contributions to improving research and innovation culture.

5. How have you exploited your research?

Examples might include: knowledge exchange, engagement with industry, private/public sectors, clients, policy makers, researchers in different fields/disciplines or the broader public and other impacts across research and innovation.

6. Additional information

This section is an optional invitation to include any relevant additional information relating to your proposal such as career breaks, secondments, volunteering, part-time work and other relevant experience (including time spent in different sectors).

¹ For more information on narrative CVs for researchers please see: <https://royalsociety.org/topics-policy/projects/research-culture/tools-for-support/resume-for-researchers/>

² <https://www.ukri.org/news/ukri-reducing-unnecessary-bureaucracy/>